

**CHAPTER 16**  
**Building**  
**( Rep. & recr. # 29-88)**

**16.03 Permits (Rep. & recr. #17-15)**

- (1) **Permits Required.** Permits shall be obtained from the Department of Community Development, and all applicable fees shall be paid, before commencement of any of the following:

  - (a) Construction, improvement, or alteration of buildings or structures, including sheds and decks.
  - (b) Demolition, razing, or wrecking of buildings or structures.
  - (c) Moving of buildings or structures.
  - (d) New or changed commercial occupancy, re-entry into premises that have been declared uninhabitable for performance of work or re-habitation.
  - (e) Installation of awnings, new or recovered.
  - (f) Street or alley occupancy.
  - (g) Any other activities for which a permit fee is shown on the Fee Schedule maintained pursuant to Municipal Code §16.07(1).
- (2) **Permit Application.** Applications for permits shall be made using the forms published by the Department of Community Development, and shall include such other materials as required by the Chief Building Inspector. The application shall be accompanied by three complete sets of plans, specifications, and surveys, and the Chief Building Inspector shall forward one set to the Fire Prevention Bureau for review to verify compliance with fire-safety codes.
- (3) **Permit Issuance.** If the permit application sufficiently demonstrates that (a) the proposed building will comply in every respect with this Chapter, other City ordinances, all laws of the State and lawful orders issued pursuant thereto, in the sole discretion of the Chief Building Inspector; (b) all applicable fees have been paid; and (c) all required approvals from other government agencies have been obtained by the applicant; then the permit requested in the application shall be issued.
- (4) **Permit Expiration and Renewal.** All permits expire 120 days after issuance, and if work performed under the permit has not been completed and received final inspection and approval within that period, all work must cease and a renewal of the permit shall be

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required. An application for renewal shall be submitted, accompanied by the Renewal Fee required by Municipal Code §16.07(3), within 60 days of the expiration of the original permit. After 60 days, no renewal is allowed, and an application for a new permit must be submitted, accompanied by payment of the full permit fees required by the Fee Schedule under Municipal Code §16.07(1).

- (5) Permit Suspension or Revocation.** Any permit may be suspended or revoked by the Chief Building Inspector if the Chief Building Inspector finds that the permit was issued upon a false application; was obtained through fraud or deceit; the applicant has willfully refused to correct a violation order; or an inspector is denied access to the premises. No construction shall take place after suspension or revocation of the permit.
- (6) Alteration of Plans Prohibited.** After the issuance of a building permit, the plans and specifications submitted with the application shall not be altered, except with the written consent of the Chief Building Inspector.
- (7) Partial Permits.** The Chief Building Inspector, in his or her sole discretion, may issue a permit for a part of the proposed construction before receiving the plans and specifications of the entire project. The issuance of a partial permit shall not bind the Chief Building Inspector to the issuance of any further permits.
- (8) Error Correction.** The issuance of a permit shall not estop the subsequent requirement by the Department to correct errors or code violations in the plans submitted with the application.